

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 7:</b>	Management of the Environment of Care
<b>PROCEDURE 7.14:</b>	<b>Space Planning</b>
<b>REVISED:</b>	2/23/07; 10/28/09; 04/13; 07/25/16; Reviewed 06/18
<b>Governing Body Approval:</b>	04/25/13; 07/28/16; 06/27/2018( <i>electronic vote</i> )

**PURPOSE:** It is the policy of Connecticut Valley Hospital (CVH) that all programs have adequate space to carry out the functions of the unit.

**SCOPE:** Director of Plant Operations; Division or Department Director(s); Discipline Supervisor; Supervisor of the Service Unit; Infection Prevention, and Plant Facilities Engineer

### **PROCEDURE:**

At the time of renovations or relocation, a review of the space under consideration should include a discussion about current and potential space utilization and needs both within and between divisions, departments, and disciplines. This review will include the following individuals:

- a. Director of Plant Operations;
- b. Division or Department Director(s);
- c. Discipline Supervisor for areas dedicated to or under consideration for a particular discipline's activities;
- d. Supervisor of the Service Unit;
- e. Infection Prevention; and
- f. Plant Facilities Engineer.